

Information Request for Coastal Management Programs

FOR THE EVALUATION PERIOD (MONTH/YEAR - MONTH/YEAR):

Administration, Operation, and Management

1. Provide an organization chart for:
 - a) the CMP's lead agency, and
 - b) the CMP.
2. Provide a staffing list for the CMP, including:
 - a) names and titles of each staff member,
 - b) full or part-time status of each staff member,
 - c) source of position funding for each staff member,
 - d) subject/topic area(s) of work and responsibility(ies) of each staff member,
 - e) loss or gain of positions during the evaluation period, and
 - f) number of vacant positions with length of each vacancy as of the time of the response to this request.
3. Identify any non-CZMA federal or state match program funding (i.e., other federal, state, and private funding) in the amount of \$100,000 or more for each year of the evaluation period by source, amount, and how those funds were used. Please note: This does not include CZMA cooperative agreement funds and associated match.
4. Identify the composition of any advisory committee or board, frequency of meetings, and the committee's or board's role.
5. If the CMP has a strategic plan, provide a copy and identify how the CMP developed its goals and priorities, including whether it was a public-driven, internal, or hybrid process.
6. The evaluator will contact stakeholders and partners for input into the Section 312 evaluation. Provide the name, organization, position, and e-mail address, for 20-30 stakeholders and partners with whom the CMP coordinated or collaborated on projects and activities. Include at least one contact from each of the following categories, if applicable: other parts of the coastal management program's lead state agency; other state agencies; federal agencies; gubernatorial offices and staff; legislative representatives and staff; local government elected officials and staff; regional planning organizations; non-governmental organizations (e.g., chambers of commerce, trade associations); non-profit organizations (e.g., environmental groups); local businesses and industry; the permit-regulated community; and academia. Please ensure that at least two of the stakeholders and partners can speak to each of the major six areas of the CZMA: public access, coastal hazards, coastal habitat, community development, coordination and public involvement, and water quality.

First Name	Last Name	Organization	Position	E-mail Address

In a total of two pages or less:

7. Summarize any major changes to program administration, structure, operation, or management that occurred and any associated impacts or accomplishments.
8. Summarize any issues or challenges the CMP faced in regard to program administration, operation, or management, including grants management. Include influences and factors that have hindered program administration, operation, or management.

In a total of two pages or less:

9. Summarize the CMP's partnership or activities with any reserve(s) in the state, including any major initiatives or projects and their impacts.
10. Summarize the nature of major local, regional, statewide, and/or national partnerships and projects and the role that the CMP has played or is playing in them to achieve and/or complement CMP goals.

Protection of Natural Resources/Coastal Habitat

In a total of five pages or less:

11. Summarize how the CMP addressed protection of coastal habitat and any changes to relevant state legislation and/or regulations.
12. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to coastal habitat.
13. Summarize the 2-4 major challenges the CMP faced in addressing coastal habitat.

(If the information requested is in a Section 309 assessment and strategy document in effect during the evaluation period or is part of any program changes already submitted to OCM, you may refer to those documents instead of including the information in your information submittal.)

Coastal Hazards and Adverse Effects of Land Subsidence and Sea Level Rise

In a total of five pages or less:

14. Summarize how the CMP addressed coastal hazards and any changes to relevant state legislation and/or regulations.
15. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to coastal hazards.
16. Summarize the 2-4 major challenges the CMP faced in addressing coastal hazards.

(If the information requested is in a Section 309 assessment and strategy document in effect during the evaluation period or is part of any program changes already submitted to OCM, you may refer to those documents instead of including the information in your information submittal.)

Coastal Water Quality

In a total of five pages or less:

17. Summarize how the CMP addressed coastal water quality and any changes to relevant state legislation and/or regulations.
18. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to coastal water quality.
19. Summarize the 2-4 major challenges the CMP faced in addressing coastal water quality.

(If the information requested is in a Section 309 assessment and strategy document in effect during the evaluation period or is part of any program changes already submitted to OCM, you may refer to those documents instead of including the information in your information submittal.)

Coastal Dependent Uses, Siting of Major Facilities, and Community Development; Assistance to Support Planning, Conservation, and Management for Living Marine Resources, including Aquaculture Facilities; and Redevelopment of Deteriorating Urban Waterfronts and Ports

In a total of five pages or less:

20. If the CMP started, continued, or completed any special area management plans (SAMPs) or ocean/Great Lakes plans, please describe the effectiveness to date of the SAMP or ocean/Great Lakes plan in meeting its designed purpose and goals.
21. Summarize how the CMP addressed coastal dependent uses and community development and any changes to relevant state legislation and/or regulations.
22. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to coastal dependent uses and community development.
23. Summarize the 2-4 major challenges the CMP faced in addressing coastal dependent uses and community development.

(If the information requested is in a Section 309 assessment and strategy document in effect during the evaluation period or is part of any program changes already submitted to OCM, you may refer to those documents instead of including the information in your information submittal.)

Public Access

In a total of five pages or less:

24. Summarize how the CMP addressed public access and any changes to relevant state legislation and/or regulations.
25. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to public access.
26. Summarize the 2-4 major challenges the CMP faced in addressing public access.

(It is not necessary to include information that is in the Section 309 assessment and strategy documents in effect during the evaluation period or that is part of any program changes already submitted to OCM. The evaluator has access to those documents.)

Coordination and Simplification for Expedited Governmental Decision Making; Consultation and Coordination with Federal Agencies; and Public and Local Government Participation in Coastal Management Decision Making

In a total of five pages or less:

27. Summarize how the CMP addressed government coordination and decision making and any changes to relevant state legislation and/or regulations.
28. Summarize the 2-4 major impacts or accomplishments of the CMP with regard to government coordination and decision making.
29. Summarize the 2-4 major challenges the CMP faced in addressing government coordination and decision making.

(If the information requested is in a Section 309 assessment and strategy document in effect during the evaluation period or is part of any program changes already submitted to OCM, you may refer to those documents instead of including the information in your information submittal.)

30. In one page or less, summarize any changes in the roles of state and local governments in managing the coastal zone since the last evaluation that are not addressed in other topic areas.
31. In two pages or less, for the issuance of permits that are part of the state's approved coastal management program, summarize:
 - a) how the CMP collaborated and coordinated with other state and federal permitting agencies;
 - b) how and whether the process of collaboration and coordination worked well;
 - c) any ways to improve collaboration and coordination; and
 - d) any improvements to length of time for permit issuance and to permit processing efficiency.
32. Provide the list of the CMP's enforceable policies and enforceable policy information that the CMP provides to federal agencies and others who request it, and describe how interested parties obtain access to the enforceable policies list.

In a total of four pages or less:

33. Summarize any concerns or issues the CMP had in regard to effective implementation of federal consistency.
34. Summarize the process for incorporating public comments into federal consistency and other decision making.

Education and Outreach

35. In two pages or less, summarize any outreach and education efforts to communicate the value of the state and national coastal management program and coastal resources to the public.

Overarching

36. In two pages or less, and from the CMP manager's perspective, identify the two - four most significant impacts or accomplishments and the two - four most significant challenges (excluding program administration, operations, or management challenges discussed in item #9) the CMP had or faced during this evaluation period. If any of these are not already discussed in #13, 14, 16, 17, 19, 20, 23, 24, 26, 27, 29, or 30, please

summarize them. Include influences and factors that have advanced or hindered the achievement of any CMP goals, objectives, or outcomes.

OMB Control # 0648-0661, March 31, 2016. The Office for Coastal Management requires this information in order to adequately evaluate the ongoing approval and financial eligibility of CZMA coastal management programs. Public reporting burden for this collection of information is estimated to average 71 hours per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Carrie Hall, NOAA/NOS/OCM/PPC, 1305 East-West Hwy., N/OCM1, Silver Spring, Maryland 20910. This reporting is required under and is authorized under 16 U.S.C. 1458(a). Information submitted will be treated as public records. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.

Information Request for National Estuarine Research Reserves

FOR THE EVALUATION PERIOD (MONTH/YEAR - MONTH/YEAR):

Administration, Operations, Management, and Facilities

1. Provide an organization chart for:
 - a) the reserve's lead agency, and
 - b) the reserve.
2. Provide a staffing list for the reserve, including:
 - a) name and title of each staff member,
 - b) full or part-time status of each staff member,
 - c) source of position funding for each staff member,
 - d) subject/topic area(s) of work and responsibility(ies) of each staff member,
 - e) loss or gain of positions during the evaluation period, and
 - f) number of vacant positions with length of each vacancy at the time of the response to this request.
3. Identify any non-CZMA federal or state match program funding (i.e., other federal, state, and private funding) in the amount of \$100,000.00 or more for each year of the evaluation period by source, amount, and how those funds were used. Please note: This does not include CZMA cooperative agreement funds and associated match.
4. Identify the composition of advisory committee(s) or board(s), frequency of meetings, and the committee's or board's role.
5. If the reserve management plan is not up-to-date, please describe a plan and timeline for how this is being or will be addressed.
6. In one page or less, summarize how the reserve funds and maintains facilities and note any major changes to reserve facilities and infrastructure.

7. In one page or less, summarize the results and impacts of any geographic information system (GIS) products developed by the reserve and used by partners and reserve staff.
8. In one page or less, summarize how the reserve’s research and monitoring, education, coastal training, and stewardship programs and activities are integrated with one another.
9. The evaluator will contact stakeholders and partners for input into the Section 312 evaluation. Provide the name, organization, position, and e-mail address, for 20-30 stakeholders and partners with whom the reserve coordinated or collaborated on projects and activities. Include at least one contact from each of the following categories, if applicable: other parts of the reserve’s lead state agency or organization; other state agencies; federal agencies; gubernatorial offices and staff; legislative representatives and staff; local government elected officials and staff; regional planning organizations; non-governmental organizations (e.g., chambers of commerce, trade associations); non-profit organizations (e.g., environmental groups); land management partners; local businesses and industry; and academia. The stakeholders and partners should also include, if applicable: Coastal Training Program participants, Coastal Training Program partner providers, educators and/or school district staff whose students have participated in reserve education events, stewardship partners, and researchers who have conducted research projects at the reserve.

First Name	Last Name	Organization	Position	E-mail Address

In a total of two pages or less:

10. Summarize any major changes to program administration, structure, operation, or management and any associated impacts or accomplishments.
11. Summarize any issues or challenges the reserve faced in regard to program administration, operation, or management, including grants management. Include influences and factors that have hindered program administration, operation, or management.

In a total of two pages or less:

12. Summarize the reserve’s partnership or activities with the state coastal management program, including any major initiatives or projects and their impacts.
13. Summarize the nature of major local, regional, statewide, and/or national partnerships and projects and the role that the reserve has played or is playing in them to achieve and/or complement reserve goals and to ensure protection of reserve resources.

Public Access

In a total of four pages or less:

14. Summarize existing public access and public use, and any changes of uses at the reserve.
15. Summarize the results of any studies related to public access at the reserve and any activities undertaken as a result of the studies.

16. Summarize major public access projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
17. Summarize the challenges the reserve faced in achieving its public access goals and objectives.

Acquisition

In a total of four pages or less:

18. Summarize the values of any land acquisition projects completed or in process.
19. Summarize major acquisition projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
20. Summarize the challenges the reserve faced in achieving its acquisition goals and objectives.

Research and Monitoring

In a total of one page or less:

21. Summarize any efforts to fill data gaps identified in the site profile.
22. Summarize how the reserve and others (if known) use the site profile.

In one page or less:

23. Summarize how Graduate Research Fellows were integrated into reserve activities and discuss how their research addressed coastal management issues, as well as the value of their work on a local, regional, and/or national scale, as appropriate.

In a total of two pages or less:

24. Summarize the reserve's ongoing efforts to develop and maintain the System-wide Monitoring Program (SWMP) and to implement any new SWMP protocols (e.g., vegetation monitoring, sentinel sites).
25. Summarize any additional non-SWMP monitoring activities the reserve conducted or in which it participated or collaborated.
26. Summarize how SWMP and other reserve monitoring data is shared with and used by other researchers, partners, and stakeholders.

In a total of two pages or less:

27. Summarize the process for identifying, prioritizing, and monitoring the reserve's research and monitoring needs to address coastal management issues and how, and the extent to which, collaborations occurred between research scientists at the reserve and coastal managers and coastal planners.
28. Summarize activities the research and monitoring programs undertook to promote the reserve as a research platform and the value and impact of reserve research and monitoring to external partners and reserve staff.

In a total of four pages or less:

29. Summarize major research and monitoring projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
30. Summarize the challenges the reserve faced in achieving its research and monitoring goals and objectives.

Education

In a total of three pages or less:

31. Summarize the process for identifying, prioritizing, and monitoring/evaluating educational activities and audiences.
32. Describe how KEEP (K-12 Estuarine Education Program) is integrated or incorporated into the initiatives and activities of the reserve.
33. Describe how the reserve's classroom curricula aligned with state standards. If not aligned, please summarize why and any plans the reserve may have to do so.
34. Summarize any professional development opportunities for teachers provided by the reserve alone or in collaboration or coordination with reserve partners.

In a total of four pages or less:

35. Summarize major education projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
36. Summarize the challenges the reserve faced in achieving its education goals and objectives.

Coastal Training Program (CTP)

In a total of one page or less:

37. Summarize any collaboration efforts the reserve's CTP organized or in which it participated at the local, regional, and/or watershed scale.
38. Summarize how CTP projects and training have integrated NOAA's and other external partners' research and stewardship information or programs.

In a total of four pages or less:

39. Summarize the reserve's progress in implementing the CTP strategy, including major CTP projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
40. Summarize the challenges the reserve faced in achieving its CTP goals and objectives.

Stewardship/Resource Protection, Manipulation, Restoration

In a total of five pages or less:

41. Summarize the process for identifying, prioritizing, and monitoring/evaluating stewardship or resource management activities at the reserve.
42. Summarize existing capacities and abilities, as well as changes, regarding the reserve's land management and/or enforcement responsibilities.
43. Summarize major stewardship/resource protection, manipulation, and restoration projects or initiatives developed or implemented and their results or accomplishments, including how a project or initiative responded to emerging national, state, or local issues, and highlight successes in helping to resolve an on-the-ground coastal management issue, if applicable.
44. Summarize the challenges the reserve faced in achieving its stewardship/resource protection, manipulation, and restoration goals and objectives.

Overarching

45. In two pages or less, and from the reserve manager's perspective, identify the two to four most significant impacts or accomplishments and the two to four most significant challenges (excluding program administration, operations, or management challenges discussed in item #11) the reserve had or faced during this evaluation period. If any of these are not already discussed in #16, 17, 19, 20, 29, 30, 35, 36, 39, 40, 43, or 44, please summarize them. Include influences and factors that have advanced or hindered the achievement of any reserve goals, objectives or outcomes.

OMB Control # 0648-0661, March 31, 2016. The Office for Coastal Management requires this information in order to adequately evaluate the ongoing approval and financial eligibility of CZMA national estuarine research reserves. Public reporting burden for this collection of information is estimated to average 71 hours per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Carrie Hall, NOAA/NOS/OCM/PPC, 1305 East-West Hwy., N/OCM1, Silver Spring, Maryland 20910. This reporting is required under and is authorized under 16 U.S.C. 1458(a). Information submitted will be treated as public records. Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection displays a currently valid OMB Control Number.